

14 January 2002

## **Safety**

### **CIVIL AIR PATROL SAFETY RESPONSIBILITIES AND PROCEDURES**

**CAPR 62-1, 1 March 1991, is supplemented as follows:**

#### **SECTION A - GENERAL**

##### **1. RESPONSIBILITIES**

Para. d.

(1) At the Wing level, a Director of Safety will be appointed by the Wing Commander. The Director of Safety will be responsible for the Wing Safety Program and report directly to the Commander on all matters concerning safety.

(2) Each Unit Commander will appoint a safety officer who will administer the unit's safety program. He/she will report directly to the unit commander on all matters pertaining to safety and will not hold any other position in the unit. In units with aircraft, the Safety Officer's qualifications will comply with those outlined in CAPR 62-1. In the absence of a Safety Officer, the Unit Commander will be responsible for conducting an active and comprehensive safety program in his/her unit.

(3) At the squadron or flight level, the Safety Officer position shall be a staff function. Under normal circumstances, a safety officer observing an unsafe condition will report it to the unit commander for action. If a safety officer observes or becomes aware of an immediate unsafe condition which may result there is likely danger of injury or death, the safety officer shall have the authority to order the activity stopped until corrective measures are taken. No one shall override this order under any circumstance. Any unit commander who believes that the safety officer acted in haste, should submit a written report to the Wing Director of Safety detailing the incident and requesting an inquiry. Furthermore, the unit commander shall also direct the safety officer to submit to the Wing Director of Safety a detailed report describing the incident and his/her actions!

#### **SECTION B - ACCIDENT PREVENTION**

##### **2. SAFETY PROGRAM CRITERIA**

2.a.(3) (added) By 1 January of each year, each squadron or flight Commander will submit to the Wing Director of Safety, a CAP Form 2a (and a ORWG Form 35) for the unit Safety Officer, showing grade, name, mailing address, telephone number(s) and e-mail address. Furthermore, Unit commander shall reissue a CAP Form 2a to the Wing Director of Safety any time the unit safety officer is replaced.

2.a.(4) (added) Each Cadet or Composite Squadron or Flight commander shall appoint a Cadet Safety Officer and have a CAP Form 2a completed and submitted to the Wing Director of Safety and the Director of Cadet Programs. The Cadet Safety Officer is to work closely with the Senior Safety Officer of the Unit and report directly to the Deputy Commander for Cadets on matters pertaining to safety.

2.b.(1) (a) (Added) All Safety Officers will have a through knowledge and understanding of CAPR 62-1, CAPR 62-2, ORWG Supp 1 to CAPR 62-2, CAP Form 26, CAP Form 78, CAP Form 79, and FAA Form 8740. All Safety Officers are encouraged to complete AFIADL Course 2270, "CAP Safety Officer".

2.b.(1) (b) The active participation and leadership of Cadet Safety Officers is to be encouraged and promoted throughout the unit safety program. They are to be given access to all safety related publications and forms so they may to gain a workable knowledge of safety and the safety program. They should also be given the responsibility to develop and present the unit safety briefing to both seniors and cadets as determined by the unit commander.

2.b.(1) (c) At every meeting, Squadrons and Flight should conduct a safety briefing on any relevant topic. At least once a month, the unit should devote at least 30 minutes to Safety. For topics of discussion or presentation,

safety officers are encouraged to consult with the Aircraft Owners and Pilot Association (AOPA), the FAA the National Safety Council, and/or the Oregon Occupational and Safety health Division.

- 2.b.(1) (d) A Safety Information File (SIF) shall be maintained by the unit Safety Officer in cooperation with the unit operations officer, if there are pilots or other mission crew assigned to the unit. This file should contain any safety related Information of interest to both aircrews and ground crews, as well as information conducive to safe flight operations.
- 2.b.(4) (Added) A quarterly safety report (currently CAWG Form 7), documenting the units' safety program and signed by both the unit safety officer and the unit commander will be forwarded to the Wing Director of Safety.
- 2.c.(1) (Added) The squadron or flight administrative officer, with the aid of the safety officer will be responsible for maintaining a supply of CAP Form 26, (ordered from National HQ on a CAP Form 8) and FAA Form 8740, (ordered from the local FAA office), and will encourage members to become familiar with them and to use them as appropriate. The forms shall be kept in an open file and readily accessible to anyone who needs a copy.
- 2.c.(2) (Added) Whenever any hazard report is made, that report shall be forwarded the Wing Director of Safety, with a statement of any corrective action taken. The problem then will be evaluated at the Wing level and any necessary follow-up action will be taken.
- 2.f.(1) (Added) The squadron or flight safety officer will ensure that periodic safety inspections are conducted within the unit.
- 2.f.(2) (Added) Each unit will conduct an annual safety survey using the forms found in the addendum to CAPR 62-1. The completed form will be forwarded to Wing Director of Safety *no later than 15 January of each year*. Furthermore, each unit safety officer or squadron or flight commander in the absence of a safety officer, will keep a copy of the survey and insure that deficiencies are addressed as required. As the deficiencies are corrected, the Wing Director of Safety will be notified.
5. Each unit commander will provide the Wing Director of Safety with the name, rank and current experience of their safety officer as well as a recommendation whether their safety officer might be considered as the safety officer of the year. Such information should be forwarded to the Wing Director of Safety no later than March 15 of each year.

#### 8.a (Added) PILOT PROFICIENCY PROGRAM

By January 15 of each year, the squadron or flight commander will forward to the Wing Director of Safety, a copy of the Certificate of Completion for each pilot in his unit who participated in the FAA Pilot Proficiency Program. The Wing Director of Safety then will maintain a record of all the individuals who participated in the program and the level they attained.

#### 9.d SAFETY BADGES (Added)

Once all requirements have been met (paragraphs 9. 9.a (4) and all the documentation has been submitted to the Wing Director of Safety, the appropriate Safety badge may be awarded.

#### 10 (Added) SAFETY: AIRCRAFT and VEHICLES

Supplementary Wing Policy on Safety related to Aircraft:

If during Civil Air Patrol related flying activities, a safety officer or Civil Air Patrol pilot observes a Corporate or member-owned aircraft to be "unsafe", this safety officer or CAP member will notify the aircraft manager and/or the wing aircraft manager. In the case of a Corporate aircraft, such aircraft will not be flown until an FAA licensed mechanic has deemed the aircraft to be airworthy.

Any Civil Air Patrol pilot who does fly the aircraft prior to it to be deemed "airworthy" will be grounded and may have his/her membership terminated.

If a Civil Air Patrol member sees a Corporate or member-owned aircraft engaged in a CAP flying activity being operated in a hazardous manner in the air or on the ground, or in violation of CAP or FAA regulations, he/she will report in writing, the incident to the Wing Director of Safety. The report will contain:

1. Date and time
2. Aircraft Identification Number
3. Pilot's name, if obtainable
4. Description and location of the unsafe activity
5. Names and phone numbers of witnesses, if available

The Wing Director of Safety will then submit the report and his assessment of the situation to the Wing Commander.

**Supplementary Wing Policy on Safety as related to Vehicles:**

Any Civil Air Patrol member who observes a corporate vehicle being operated in a hazardous or unsafe manner, or who observes a corporate vehicle should not be operated as is, should notify the Wing Director of Safety as well as the Wing Transportation Officer within 48 hours. This communication should be in writing and contain, at least:

1. The name of the unit commander to whom the vehicle is assigned
2. The date and the time of the observation
3. The name and grade of the member observing the incident
3. The license number and Wing ID number
4. The description of the unsafe "condition" or "activity".

Upon the reception of this report, the Wing Transportation Officer will notify the Wing Inspector General and the unit commander to whom the vehicle was assigned. The Wing Director of Safety will conduct an investigation and forward his findings to the Wing Commander who in turn will take appropriate action.

**Supplementary Wing Policy on Safety related to CAP sponsored Activities:**

Whenever or wherever the Wing organizes an activity within Oregon Wing (i.e. SAR/DR's, SAREX's, encampments, actual missions etc.), the officer in charge of the activity shall appoint a safety officer who will be responsible for overseeing all safety aspects of the activity. If the activity involves flying, the assigned safety officer must be a rated pilot. Upon completion of the event, the appointee will then forward his/her written evaluation of the activity to the Wing Director of Safety.

OFFICIAL

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